

REVISED INSTRUCTIONS

Recording Payments for Autodeobligated Items - Reimbursable Projects

Background: In FIMA, there was a process to autodeobligate balances of undelivered orders and or accruals that remained on the books for a specified period of time. These autodeobligated balances were available to be reused within a period of 3 years if it was determined that a payment was due to a vendor. The last autodeobligation took place in September 2002. These procedures describe the process for Line Offices to request payment to a vendor for an autodeobligated item citing a ***reimbursable*** project in CAMS and also provide instructions for the Line Office on applying for the reuse of funds. Additionally, these procedures describe the process the Finance Office will use to record the invoice and payment to the vendor in CAMS..

There are some constraints related to the availability of the reimbursable project at the time the deobligated payment is made. Reimbursables depend on the ability to bill sponsors for costs/advances. Reobligating funds for a reimbursable project (processing the auto-deobligated payment) assumes that ability and authority still exist for that project, when in fact the agreement may have expired or run out of funding. Before requesting the Finance pay the invoice, requests to reuse auto-deobligated reimbursable amounts should be reviewed by the Line Office and the FO Receivables Branch to determine if the project is properly available for use in CFS.

Line Office Instructions for Auto-Deob Adjustments - Reimbursable Projects:

1. Before requesting their servicing Finance Office make payment to a vendor for any autodeobligated item that affects a reimbursable agreement, the Line Office will take the following steps:
 - a. Review the related reimbursable project files
 - b. Contact the FO Receivables Branch to determine if the agreement is still open and funds are available.
2. If the agreement has expired, the LO must contact the sponsor to determine whether the sponsor is willing to make a written amendment to the original agreement. The LO will send a copy of the finalized amendment to the Receivables Branch so that they may bill the sponsor.

Note: If the sponsor is unwilling to amend the original agreement, or funds are no longer available and the LO determines the vendor is due payment, the LO will provide Finance with an alternate ACCS to use.

3. The LO will submit a certified invoice or receiving report to authorize their servicing Finance Office to make a payment to the vendor.

4. If the amount of the autodeobligated payment is ***greater than \$2,500.00***, the LO will submit supporting documentation to Ted Wolfgang, Finance Office (FO) c/o Candi Myers, Financial Reporting Division in Germantown (Fax 301-427-2040) to request an accounting adjustment for reuse of the funds.

Note: (Must be submitted & approved by the LO Headquarters Budget Office requesting the adjusting GJ from the Finance Office, Financial Reporting Division)

Supporting documentation must include :

- Name and phone number of a contact point at the Line Office
- Document Numbers (affected FIMA & CFS Document Number)
- Explanation of what happened – marked as “AUTO-DEOB”
- FIMA Query proving deobligation
 - Must be within 3 years of FY 2003
- CAMS Reports supporting the upward transactions, including (all information should be available in the CFS Data Warehouse in the APTRAN table):
 1. Project/Task, Organization Code, Object Class Code
 2. Account Number (4X8X)
 3. Amount
 4. Transaction Date
 5. Document Numbers
 6. Subsystem_Code & Trans_Source
 7. Trans_Code, if available

For additional information on Reallowing Funds for Auto-Deob Items, please refer to the *FY 2003 (PY) Adjustments “Reallowing Funds document, Section 4 “Auto-Deob Adjustments”*

Finance Instructions:

1. Finance receives a certified invoice or receiving report authorizing the payment to the vendor.
2. Finance determines that the invoice relates to an undelivered order or accrual that was deobligated through the Auto Deob process.
3. The invoice will be entered in CAMS as a **no-match** invoice.
4. The **FIMA document number** will be entered in the **Source Reference Field**.
5. Use item type "AUDEOB"
6. The FY and ACCS associated with the deobligated order will be entered on the PM003.
7. Any additional document number references - such as the CFS FM040 Purchase order number or any other number associated with the payment should be entered in the Line Item description field.

SAMPLE PM003 for an AUTODEOB item - Reimbursable Funds

Step 1. Record the no-match invoice.

- Use Invoice Type "NOMTCH"
- Use **FIMA document number** in Source reference
- Use Item Type AUDEOB
- Use **same FY and ACCS** of original obligating document

Vendor Invoice Transaction Screen															pm003																																						
Bureau 14 Inv: Type NOMTCH No 70103 - 0 Date 24-JUN-2003																																																					
Doc: Source NONE Type NONE No 0- 0 Symbol < >																																																					
Source Ref 43ABF001275 FastPay N Int. System:NONE																																																					
Dates: Recd 26-JUN-2003 Retd Status OPEN 01-JUL-2003																																																					
Trans No 1134173 Invoice Amount Applied 3,315.75																																																					
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EA Due 26-JUL-2003 L/R																																																					
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